

## Training Policy

1. All Members and officers of the Council shall be offered the opportunity to undertake any and all of the following training modules, plus any additional modules that are added, within twelve months of the beginning of the Council term (or, in the case of co-opted Members, within twelve months of taking office):
  - New Councillor Induction
  - Code of Conduct
  - Local Govt Finance
  - Chairing Skills
  - The Council Meeting
  - The Council as an Employer
  - Understanding the Law
  - Health and Safety
  - Equality & Diversity
2. All Members of the Finance Committee shall be offered the opportunity to undertake the *Local Government Finance* module within six months of their appointment to the Committee. If a Member of the Finance Committee has not completed the *Local Government Finance* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
3. All Members of the HR Committee shall be offered the opportunity to undertake the *Council as an Employer* module within six months of their appointment to the Committee. If a Member of the HR Committee has not completed the *Council as an Employer* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment to the Committee, a motion to de-select that Member from the Committee shall be tabled at the next Full Council meeting.
4. The Chair of Council, Vice-Chair of Council and all Chairs of Committee shall be offered the opportunity to undertake the *Chairing Skills* module within six months of their election/appointment. If a Chair of a Committee has not completed the *Chairing Skills* module during the current Council term and fails, without special dispensation from the Full Council, to complete the module within six months of their appointment as Chair of the Committee, a motion to de-select the Chair of the Committee shall be tabled at the next meeting of that committee.<sup>1</sup>

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<sup>1</sup> The Chair of Council is elected and cannot be deselected. The Vice Chair of the Council is appointed for the duration of the Chair's term of office and cannot be deselected.  
*Local Government Act 1972*  
Amended November 2024

5. A Member may claim special dispensation if they had completed a training module during the twelve months immediately preceding the beginning of the Council term (or, in the case of co-opted Members, during the twelve months immediately preceding their taking office). The Full Council (or Committee, as appropriate) shall decide whether special dispensation shall be allowed for this or for any other reason.
6. A Member who is deselected from a Committee or from the role of Chair of a Committee for the reasons above shall not be reappointed to that position for at least six months.
7. A Member shall be deemed to have been deselected from a Committee or from the role of Chair of a Committee if they resign from that position having failed to complete the necessary training module within the specified time period.
8. This policy refers to the titles of committees and to the title of training modules delivered by, or through, One Voice Wales as of January 2024. This policy shall remain in force if the title of a committee changes but its duties and responsibilities remain broadly similar. This policy shall also remain in force if the title of a training module changes, and/or it is delivered by a different training provider, but its content remains broadly similar.

## Training Policy and Plan

- i. Training for community councillors was a key issue addressed in the Final Report of the Independent Review Panel on Community and Town Councils in Wales that was established by the Welsh Government in 2017. The report said the following:

*The role of a Community and Town Council councillor is changing. We know many councillors think of themselves as volunteers, when they are in fact elected members with statutory responsibilities. The Auditor General for Wales confirms that a significant number of Community and Town Councils demonstrate a lack of understanding of the governance framework within which they operate and do not comply with their statutory responsibilities. We agree with the steps taken by the Independent Remuneration Panel for Wales to reinforce that councillors are elected members. We believe there should be a clearer description of what the 'ask' of a councillor is in light of the new role for councils we have set out. As elected members, councillors have to meet the standards expected of them in the Code of Conduct and adhere to the Seven Principles of Public Life (Nolan Principles) ...Evidence has told us that some councillors are willing to attend regular training, where as some are more reluctant. It is important they are familiar with what's expected of them as councillors. We recommend that a core package of training should be mandatory for all councillors as a requirement for acceptance of office and that this mandatory training is repeated regularly (every election term). This should include:*

- *Code of conduct*
- *Induction (covering role/expectations and the legal framework)*
- *Being an employer*
- *Diversity and Inclusion*
- *Health and Safety*
- *Finance (core basic requirements)*

*We call upon Welsh Government, Community and Town Councils and councillors themselves to ensure all councillors are fully trained and have a training plan.*

- ii. The Welsh Government has not taken any action in regards to this recommendation. Therefore, it is still not mandatory for community councillors to undertake any training and there is no consequence in law for a community councillor who refuses to do so.
- iii. Dates for training modules will be sent to all Councillors as and when they are published by One Voice Wales.
- iii. Clause 8 of the draft policy seeks to avoid the unwelcome situation whereby a Member could resign from a Committee or from the role of Chair of a Committee in order to avoid deselection but then immediately put themselves forward to fill the vacancy created by their own resignation.

### **Councillor Training Plan**

Section 67 of The Local Government and Elections (Wales) Act 2021 requires community councils to make and publish a plan by November 2022 for training provision for its members (even though, as noted above, is still not mandatory for community councillors to undertake any training).

The adoption of the proposed Training Policy would mean, *perforce*, that Members agreed to the training plan.

### Amendment to the Training Policy – November 2024:

It is essential that councillors receive adequate training to understand the role to which they have been elected, enabling them to undertake their role in their Ward and ensuring that they are aware of their responsibilities when undertaking their role as a councillor.

The costs associated with the Councillor Training Programme will be met from the existing ALCC budget provision. One Voice Wales will invoice ALCC directly and anyone attending the training course will get their certificate emailed to them after completion.

When One Voice Wales releases a list of available training courses and dates, Officers will email it to councillors. It is the responsibility of each individual councillor to request a date to attend. Once a place has been confirmed, an email with the details will be sent out. Another email with a link to join the meeting will be sent 24 hours before the course starts.

If you aren't able to attend because of unforeseen circumstances, you must contact the Clerk as soon as possible. It may be possible to re-arrange. Failure to attend without prior notification (except in exceptional circumstances, such as sickness or a domestic emergency) will result in the councillor being charged for the course. Currently, this is £63.00.

## Councillor Training Plan

Section 67 of The Local Government and Elections (Wales) Act 2021 requires community councils to make and publish a plan by November 2022 for training provision for its members (even though, as noted above, is still not mandatory for community councillors to undertake any training).

The adoption of the proposed Training Policy would mean, *perforce*, that Members agreed to the training plan shown below.

All Members would be offered the opportunity to complete all of the training modules shown below. Some Members have undertaken training in the past (the date when the training was last completed is shown).

	New Councillor Induction	Code of Conduct	Local Govt Finance	Local Govt Finance - advanced	Chairing Skills	The Council Meeting	The Council as an Employer	Understand -ing the Law	Planning	Health and Safety	Equality & Diversity
Ben Owen-Jones		Nov 2021									
Barrie Page		Nov 2021			Feb 2023		Feb 2023				
Steve Bard		Mar 2024	Aug 2023		Aug 2023						
Glyn Smith	Jul 2017	July 2024	Jun 2024				Jul 2024				
Graham White	Jul 2017	Aug 2017									
Joshua Rawcliffe	Oct 2022	Nov 2022	Nov 2022	Aug 2023	Aug 2023		Nov 2023				
Chris Hill		Jan 2024									
Nick Simmons	Jul 2017	Aug 2017	Nov 2019	Dec 2019	Sept 2024		Aug 2024	Nov 2018			
Peter Adamson		Nov 2017	Feb 2024								
Rob Phillips		Nov 2021	Nov 2019				Mar 2023				
Ralph Henderson		Feb 2024									
Tracey Dyson	July 2017	Nov 2023	Nov 2019		Nov 2019		Feb 2024				
Bernard Wall	July 2017	Aug 2017									
Mark Lewis	July 2017	May 2017	Feb 2024								
Wayne Lewis	Apr 2024	Apr 2024				May 2024					
Bruno Goes	Jun 2024	Jun 2024	Sept 2024								
Lucy Harmer	Jun 2024	Jun 2024									
Mike Whatley	Jun 2024	Oct 2024	Dec 2024								Jan 2025
Ivor Beynon		Jan 2025									
Frankie Baker											
Sophie Townsend (YR)	Dec 2024	Dec 2024									
Jackson Powell (YR)	Feb 2025										

Courses attended in addition to those listed above.

	Introduction to Community Engagement	Community Engagement II	Effective Grant Applications	Use of Websites, IT & Social Media	Devolution of Services/Asset Transfers	Community/ Place Planning	Well-being of Future Generations Act	Finance & Governance Toolkit	Community Asset Transfers	The Council
Ben Owen-Jones										
Barrie Page	Nov 2023	Nov 2023	Feb 2024	Feb 2024						
Steve Bard	May 2018							Jun 2024		
Glyn Smith	May 2018									
Graham White	May 2018					Feb 2018				
Joshua Rawcliffe								Jun 2024		
Chris Hill										
Nick Simmons	May 2018		Oct 2019		June 2018	Feb 2018	May 2018		Oct 2019	
Peter Adamson	May 2018									
Rob Phillips	May 2018		Oct 2018							
Ralph Henderson										
Tracey Dyson	May 2018									
Bernard Wall	May 2018									
Mark Lewis	May 2018		Oct 2018	Mar 2024			May 2018	Sept 2024	Oct 2019	
Bruno Goes										
Lucy Harmer										
Mike Whatley										
Ivor Beynon										
Frankie Baker										
Sophie Townsend (YR)										Feb 2025
Jackson Powell (YR)										

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## Officer Training

As per the Members training plan, the Clerk and Deputy Clerks shall undertake training as and when necessary, providing there is money in the budget and the training is relevant to their post. The dates below show when the training was last completed.

	The Council	Code of Conduct	Local Govt Finance	Understanding the Law	Ilca – Introduction to Local Council Administration	The Council Meeting	Use of IT, Websites & Social Media	Local Councils and Public Access Defibrillators	Keeping on Top of Website Accessibility	Making Effective Grant Applications
Stephen Edwards (Clerk)		Jan 2017	Mar 2017		Mar 2017					Feb 2018
Erika Davies (Deputy Clerk)	Nov 2023	Dec 2023	Jan 2024	Nov 2023	Dec 2023	Nov 2023		June 2024	Dec 2024	
Molly Jones (Deputy Clerk)	Nov 2023	Dec 2023	Dec 2023	Nov 2023	Dec 2023	Nov 2023	Feb 2024			

	Introduction to Community Engagement	First Aid	Information Management	Road Closures	Local Govt. Finance - Advanced	Introduction to CiLCA	Accelerate Climate Action in your Council			
Stephen Edwards (Clerk)	May 2018	Sep 2023	Sep 2017	Nov 2022	Jul 2019					
Erika Davies (Deputy Clerk)						Jan 2025	Sept 2024			
Molly Jones (Deputy Clerk)						Jan 2025	Sept 2024			